

**IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 11/6/2018**

**BOARD MEMBERS PRESENT:** Joshua R Thompson - Chair  
John H Williams  
Mary E Leonard

**BOARD MEMBERS ABSENT:** Cathy Hart  
Zendi F Meharry

**BUREAU STAFF:** Tana Cory, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Maurie Ellsworth, General Counsel  
Eric Nelson, Legal Counsel  
Betsy Duncan, Technical Records Specialist II

The meeting was called to order at 9:00 AM MST by Joshua R Thompson.

**APPROVAL OF MINUTES**

Ms. Leonard made a motion to approve the minutes of 7/20/2018 pending a noted correction, and to approve the minutes of 8/14/2018 and 9/6/2018. It was seconded by Mr. Williams. Motion carried.

**LEGISLATIVE REPORT**

Ms. Cory said that the Bureau will be working on putting together legislative outreach meetings similar to the meetings last year with Board members and legislators. She said the Bureau would be reaching out to Board members in the next several weeks to see when they would be available to meet with legislators in their communities.

**INTERIM COMMITTEE: OCCUPATIONAL LICENSING & CERTIFICATION LAWS COMMITTEE**

Ms. Cory let the Board know that the Interim Committee is scheduled to meet on 11/16/2018.

**FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$27,929.17 as of 10/31/2018.

## **DISCIPLINE**

Mr. Nelson presented a memorandum regarding case number NHA-2018-2. After discussion, Mr. Williams made a motion to close the case without an advisory letter. The motion failed for lack of a second. Ms. Leonard made a motion to close the case with an advisory letter. The motion failed for lack of a second.

The issue was tabled for the next Board meeting when a larger number of Board members can consider the case.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Williams made a motion to approve the Bureau's recommendation and authorize closure in cases I-NHA-2017-3, I-NHA-2017-7, and I-NHA-2018-2. It was seconded by Ms. Leonard. Motion carried.

Ms. Peel asked for the Board's direction on opening an investigative case when a notification of survey findings on sub-standard care are received from Facility Standards. Ms. Leonard made a motion that upon receipt of a notice of this type, and not an actual complaint, the Bureau's investigative unit will follow up to ensure the facility submits an acceptable plan of correction to Facility Standards instead of opening an investigative case. It was seconded by Mr. Williams. Motion carried.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

### **NATIONAL ASSOCIATION OF LONG TERM CARE ADMINISTRATOR BOARDS CONTRACT**

The Board reviewed the contract draft with the National Association of Long Term Care Administrator Boards, Inc. (NAB). Mr. Williams made a motion to continue the Board's membership and approve the contract. It was seconded by Ms. Leonard. Motion carried. Mr. Williams made a motion for Ms. Leonard to sign the contract on behalf of the Board. Ms. Leonard seconded it. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from NAB and determined no response was necessary. A request for CE approval from a licensee was reviewed and Ms. Leonard was asked to determine acceptability of the course.

## **EXECUTIVE SESSION**

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Mr. Williams. The vote was: Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

Mr. Williams made a motion to come out of executive session. It was seconded by Ms. Leonard. The vote was: Ms. Leonard, aye; Mr. Thompson, aye; and Mr. Williams, aye. Motion carried.

## **APPLICATIONS**

Ms. Leonard made a motion to approve the following as preceptors:

NHA-603     BOSEN GERALD  
NHA-1118    FACKRELL TYLER

It was seconded by Mr. Williams. Motion carried.

Ms. Leonard made a motion to approve the following for licensure:

NHAA-1227 PEREZ CRAIG

And the following for Administrator-In-Training:

NHAA-1225 MILNAMOW PHILLIP

It was seconded by Mr. Williams. Motion carried.

Mr. Williams made a motion to approve the following NHAIT progress reports:

NHAIT-1220 BERRY MAKENA  
NHAIT-1215 GOODCHILD AMBER  
NHAIT-1212 PHILLIPS MICHAEL  
NHAIT-1201 DOUGHERTY RITA  
NHAIT-1193 MILLER ERIC  
NHAIT-1186 GALLEGOS LINDA  
NHAIT-1160 HUNTER JORY

It was seconded by Ms. Leonard. Motion carried.

Mr. Williams made a motion to request additional information from the following Administer-in-Training:

901157423

It was seconded by Ms. Leonard. Motion carried.

## **CONTINUING EDUCATION COURSES**

Ms. Leonard made a motion to deny approval of the following CE Course due to failure to comply with Board Rule 200.01 as an approved provider:

PERSONAL AND BUSINESS RESPONSIBILITY - Continuing Ed Hub

It was seconded by Mr. Williams. Motion carried.

## **CONTINUING EDUCATION FOR AUDIT**

The Board tabled review of CE Audit submissions for the next Board meeting.

## **CONTINUING EDUCATION FOR REINSTATEMENT**

The Board tabled review of CE for reinstatement submissions for the next Board meeting.

**NEXT MEETING** is 11/15/2018 at 9:00 AM MST.

## **ADJOURNMENT**

Mr. Williams made a motion to adjourn the meeting at 11.38 AM MST. It was seconded by Ms. Leonard. Motion carried.

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Joshua R Thompson, Chair

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John H Williams

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Cathy Hart

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Mary E Leonard

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Zendi F Meharry

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Tana Cory, Bureau Chief